

ADMINISTRATIVE - INTERNAL USE ONLY

PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD ENDING
24 November - 30 November 1983

I. Items or Events of Major Interest that have Occurred During the Preceding Week

A. Office of Research and Development (ORD) Support:

OL/P&PD is supporting DDS&T/ORD by reproducing 320 pages for 600 notebooks to be used for the upcoming DCI Symposium on Artificial Intelligence. Material for the notebooks is being furnished by the contractor, Smart Systems of McLean, Virginia. All material is due by 5 December.

B. Office of Technical Service (OTS) Support: OTS has requested P&PD assistance in reproducing 1,400 pages of text and photos for 100 copies each. Material is due back to OTS by mid-January.

C. Color Lab Renovation: The relining of the P&PD Building HVAC plenum is complete. The final major task will involve re-balancing the air handling system, which is expected to be completed in two weeks.

D. Photographs for Office of Personnel, Recruitment and Placement Division: On November 27, 28, and 29, an OL/P&PD photographer accompanied Agency officials from the Office of Personnel to [redacted]

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II. Significant Events Anticipated During the Coming Week

None

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